

9 February 1981

DDA Registry

FILE: Drawing 3

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MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: [redacted]

CIA Federal Women's Program Manager, OEEO

SUBJECT: Proposed Program on "Office of the Future" for
National Secretaries Week

1. I am tentatively planning an auditorium program in recognition of National Secretaries Week on 29 April, around the topic, "The Office of the Future". Since the expertise on this subject is in your directorate, I propose a joint effort between the FWP and the DDA.

2. The purpose of the program is to inform secretaries of the new equipment and Agency plans for the future which will impact on their jobs. However, the topic should also appeal to all employees, including managers.

3. A suggested program outline is:

a. Introductory remarks by the DCI or DDCI recognizing the important role secretaries and clerical employees play in the Agency.

b. An information session consisting of any combination of speakers, a panel, film, or slides. To include some comments on the impact on secretaries and managers.

c. An exhibit and demonstration of equipment, if practical.

4. If you concur in this plan, I suggest utilizing the DDA Women's Working Group under the leadership of [redacted] as the DDA Coordinating group. I will be glad to discuss this proposal with you in further detail.

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